

Family Readiness Checklist

- ❑ Maintain a current list of contact phone numbers:
 - Your spouse's Commander's name/telephone number.
 - Your spouse's First Sergeant's name/telephone number.
 - Reserve Center telephone number.
 - Red Cross – Fort Worth (817) 335-9137
 - Family Readiness Center – Naval Air Station, Fort Worth (817)782-7435 or 1 800-796-2620. In the case of an emergency, The Family Readiness Center will assist you in the most timely method of contacting you spouse and working with the Red Cross.
- ❑ Know your spouse's social security number.
- ❑ Ensure your record of emergency data (DD Form 93) is current and correct.
- ❑ Do you have a Military ID? Is it about to expire? Arrange for an ID card application (DD Form 1172) for any children who will turn age 10 prior to your spouse returning.
- ❑ Has automobile maintenance been discussed? Which mechanic do you use for repairs?
- ❑ Make a list of important telephone numbers for home repairs.
- ❑ Make a list of important medical telephone numbers. Ensure all family members are enrolled in DEERS.
- ❑ Make a list of appointments. You will be surprised how many things you can forget when your lifestyle and schedule changes.
- ❑ List addresses and telephone numbers of your childcare providers.
- ❑ Reach an agreement on frequency of letter writing. Do you know you spouses' complete deployment address.
- ❑ Include the children in discussions on where the parent is going, when he/she is coming home and why they are leaving.
- ❑ Have you and you spouse made wills? Are they current and in a convenient place?
- ❑ Have you discussed a power-of-attorney? Do you need a special power-of-attorney to sign his/her name on income tax forms or to cash a tax return check? (Some banks won't cash a government check without a special power-of-attorney... a general power-of-attorney won't always do.)
- ❑ Do you have an adequate allotment or access to funds? Does it cover your rent, utilities, groceries, bills and other expenditures?
- ❑ Have you discussed your feelings and expectations on the deployment and return?
- ❑ Are all important family documents in one, easily accessible location?
- ❑ Have you given your home a security check? Do all window locks work? Do the windows open or are they painted shut? What about door locks? Have you secured the outside buildings? Do you know the combination or have keys for those padlocks? Do you have and know how to test the smoke alarms?
- ❑ Do you, your parents, in-laws, or person watching your home know how to reach you in an emergency?

Miscellaneous Pre-Deployment checklists

Vehicle Repair

- ☐ Check all lights.
- ☐ Check tires (and spare).
- ☐ Check brake and steering.
- ☐ Check for leaks (oil, fuel, coolant).
- ☐ Check instruments, horn, windshield wipers.
- ☐ Check for worn belts.
- ☐ Check renewal dates of vehicle inspection and registration.
- ☐ Try to have all mechanical problems fixed before deployment.
- ☐ Make sure a set of basic tools are in your car – set of wrenches, screwdrivers, pliers and jumper cables.
- ☐ Determine mechanic to be used in the event mechanical work is needed during the separation period.
- ☐ Budget money for repairs.
- ☐ Know the appropriate lubricant used for the vehicle:
 - Oil example: Pennzoil, WD-10 W40

Housing

- ☐ If you rent notify the landlord or manager you will be away for an extended period of time, leaving the house or apartment vacant.
- ☐ To prevent any damage, have a friend check you home to make sure that pipes have not burst and that the pilot lights are still on, etc.
- ☐ Keep a “fact book” about your home or apartment. Whether you’re renting or own your home, a fact book will help you keep organized. Listed below are a few of the items that may be included in your fact book.
 - Manufactures’ guarantees
 - Sales slips on all items that are guaranteed
 - Contracts with contractors, suppliers, etc.
 - Blueprints and specifications for a custom build home.
 - Manufacturers’ use and care instructions.
 - When painting, store labels in case you need to purchase more paint.
 - Wall paper samples with run numbers should be kept.
 - Keep samples of finished materials such as flooring and ceramic tiles.

Information Checklist

- ☐ Ensure ID cards are up to date.
- ☐ Ensure your spouse is familiar with banking procedures and bank account numbers.
- ☐ Important numbers should be kept in a safe place. These should include:

○ Wills	Copies of Power of Attorney
○ Insurance Policies	Birth Certificates of family members
○ Marriage Certificates	Social Security Cards
○ Saving Bonds, Stocks	Mortgages or Leases
○ Shot/medical records	

Miscellaneous Pre-Deployment checklists

Credit Cards

Ensure all credit cards are accounted for. Resist the urge to overcharge. When families are facing separation, it becomes very important credit card usage is carefully discussed so to avoid problems with charging more than the budget can handle. Some of the credit card related issues worth discussing are as follows:

- ☐ What credit cards are to be kept.
- ☐ How much is owed on each card.
- ☐ What are the payments for each card.
- ☐ Where are statements kept.
- ☐ When are payments due.
- ☐ What will warrant using the credit card while separated.
- ☐ What is a mutually acceptable credit limit level.

Suggestions for using credit cards

- ☐ Leave credit cards at home in a safe place to avoid impulsive charging.
- ☐ Ensure your family knows the legal responsibility of using credit cards.
- ☐ Keep a separate listing of credit card accounts and telephone numbers.

Recurring Bills

Recurring Bill	Acct Number	Due Date	Amount	Name/Addr/Phone #
Rent/Mortgage				
Telephone				
Water				
Electricity				
Heating				
Car Insurance				
Home Insurance				
Taxes				
Credit Card				

Miscellaneous Pre-Deployment checklists

Medical

Ensure the caretaker is familiar with family medical requirements such as:

- ☐ Immunizations – Are any required during the family separation?
- ☐ Appointments – Are any appointments currently planned or need to be scheduled?
- ☐ Medications
 - ☐ Is the caregiver aware of any medication schedule for a family member?
 - ☐ Does the caregiver know where medications are located?

Vacation Checklist for spouse during military members absence

- ☐ Cancel newspapers and deliveries or arrange to have them picked up daily.
- ☐ Arrange to have mail picked-up daily, or have the Post Office hold your mail.
- ☐ Arrange for yard maintenance.
- ☐ Leave name and number where you can be reached with a trusted person.
- ☐ Avoid publicity of your absence.
- ☐ Notify the police of your absence so your house can be routinely watched.